

5.1.2 System Validation.

Deployment teams will use the following checklist to validate system operability.

Command _____ Date _____

Site Number _____

ITEM	YES	NO
Outreach program initiated?		
Have the DTA functions been established and staffed?		
Signed letters on file that appoint accountable officials and DTAs?		
Digital signatures issued to DTA, AOs, CTO, TOs/passenger travel specialists, and travelers?		
Have the trainers completed training for: - DTA? - AOs? - government clerks (if applicable)? - frequent travelers? - infrequent travelers?		
Training system installed and operating?		
Data files loaded? - budget modules - user profiles		
Defense Travel System installed and functioning properly w/o error messages?		
Connections functioning properly? - LRA to CA - CUI to NIPRNet - user connections to CUI		
Local help desk operational and ready?		
CTO operational and ready?		

Comments:

Signatures

Site POC

PMO

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